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UA3/6/3 Classification Plan for Nonexempt Staff Positions Memo

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WKU Business Affairs

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WESTERN KENTUCKY UNIVERSITY

BOWLING GREEN, KENTUCKY

Office of Business Affairs

April 27, 1979

MEMORANDUM TO: Dr. John D. Minton

SUBJECT: Classification Plan for Nonexempt Staff Positions

Mr. Jim Tomes and Mr. Mike Dale have completed a position classification plan for approximately 700 nonexempt staff positions. That plan is attached for your information and review.

The plan initially included salary adjustments for employees based on their assigned grade under the plan and years of service at Western; however, that portion of the plan has been omitted at this time since financial support is not available for such adjustments.

I am recommending that the classification plan be adopted now and that salary adjustments be made when financial support is secured.

A classification and compensation program is not a fixed or static plan and must be kept current on a daily basis in order to accommodate to the changes in organization, programs, and other dynamics of the University.

For this reason, the plan should not be approved by the Board of Regents but should be adopted as an administrative regulation by the President. The Office of Business Affairs should be assigned the responsibility for a continuing program of position classification.

Mr. Jim Tomes, Mr. Mike Dale, and I would like to schedule a meeting with you to discuss the implementation of the classification plan.


Harry Lergen
Vice President
for Business Affairs

HL:mhj
Attachment

cc: Mr. Jim Tomes